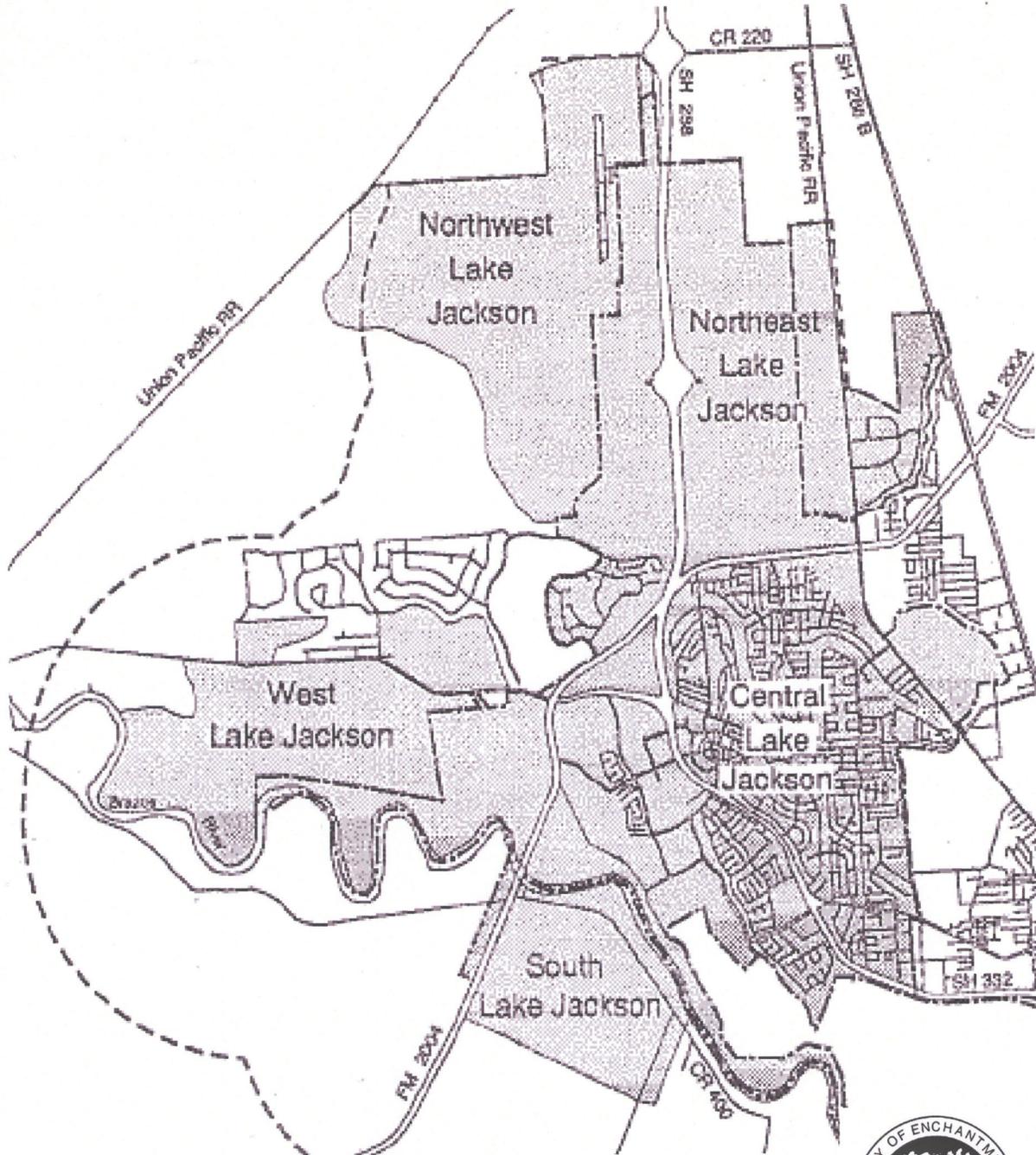


# Planned Unit Development Manual

## City of Lake Jackson, Texas



Engineering Department  
June 2009

City of Lake Jackson Planned Unit Development Manual

**TABLE OF CONTENTS**

	<b>Page No.</b>
I. Introduction of Planned Unit Development	
1. Purpose and Definition	2
2. P.U.D. Process	2 – 3
II. Manual Organization	4
1. Definitions	4
2. Growth Development Areas	5
3. Development Guidelines	5 – 13
4. Exhibit Requirements	13 – 15
5. Application Materials	
1) Checklist	16
2) Submittal Fees	17
3) Process Flowchart	18
4) Document Form (PUD Application)	19 – 20
III. Appendix	
A. Ch. 110 - Sec 110-2 Zoning Ordinance Definitions	21 – 23
B. Bibliography Reference	23

**LIST OF TABLES:**

1. Residential Density Guidelines	6
2. Land Use Guidelines – General Condition	6
3. Land Use – Guidelines Parking Condition	6
4. Land Use Guidelines – Landscape Requirement	7
5. Permitted Use Detail	8 – 10
6. Land Use Building Setback Guidelines	11
7. Building Height Conditions Guidelines	12
8. Public Land Dedication Requirements	13

**LIST OF FIGURES:**

Fig. 1 – Growth Development Areas Map	5
Fig. 2 – Building Setback Graphic	11
Fig. 3 – Building Height Graphic	12
Fig. 4 – Application Process Flowchart	18

### **Purpose**

This Planned Unit Development (PUD) Manual (hereafter referred to as the “Manual”), has been prepared to provide development and procedural information necessary for the implementation of the City of Lake Jackson Planned Unit Development District Ordinance (Section 110-106 et.seq.). This Manual may be revised from time to time so it is important that all PUD applications use the latest version available from the City Secretary. In the event this Manual is silent with respect to a development guideline, or should there be a conflict between this Manual and the City of Lake Jackson Zoning Ordinance, the provisions of the Zoning Ordinance shall apply.

### **What is a Planned Unit Development?**

A PUD is an overlay zone intended to promote flexibility in the application of development standards by permitting departures from the conventional, setback, height, density and other requirements of a particular zoning district in the interest of achieving superior site development not otherwise possible. PUD’s are allowed in all zoning Districts.

### **When is a PUD Appropriate?**

A PUD is appropriate when its use will result in a more unique and desirable quality of development than allowed under the existing base zoning. A PUD must comply with Section 110-106 et.seq. and the requirements contained in this Manual in order to be considered.

### **What is the PUD Process?**

- **Pre-application:** All PUD applicants must schedule and attend a pre-application meeting with the City Manager or designated Staff prior to the submission of a formal PUD application. The applicant must provide eight (8) copies of the proposed PUD plan as described in this Manual to the City at least five (5) business days before the scheduled pre-application meeting. The pre-application meeting will provide the applicant with details and guidelines in preparation for the formal application submission following the pre-application meeting.
- **Formal submission of Application:** Applicants may submit a formal PUD application to the City following the pre-application meeting with the City Manager and or designated Staff. The applicant will compile the application materials identified in this Manual, provide the appropriate filing fee and provide any additional items requested by City Manager and or designated Staff at the pre-application meeting. A site plan must be submitted for each individual phase of a master planned PUD. All phased site plans must be submitted as a new application. Additional materials or studies may be requested at any stage of the application process as necessary (see Figure 4, Application Process).
- **Planning Commission:** Once the City has determined that an application submission is completed; Planning Commission will consider the application at a public hearing held in accordance with Chapter 211 of the Local Government Code and Chapter 110 of the City of Lake Jackson Ordinances and provide a final report and recommendation to City Council. During its review, Planning Commission may request additional information or studies based on the particular characteristics of the proposed project or site.
  - **City Council:** Once City Council receives the Planning Commission final report and recommendation City Council will hold a public hearing as required by Chapter 211 of the Local Government Code and Chapter 110 of the City of Lake Jackson Ordinances. City Council may vote to (1) approve the application, (2) approve the application with conditions or (3) deny the application.

City Council will take action on PUD applications within 90 calendar days from the date the PUD application is placed on a Council agenda. Upon approval of a development plan, an ordinance shall create the PUD.

- Modifications of Approved PUD's: A modification of an approved medium or large PUD may be approved by the City Manager if the modification does not deviate more than
  - a.  $\pm 10\%$  in the amount of acreage of residential and multifamily uses;
  - b.  $\pm 15\%$  in the amount of acreage of commercial land uses; or
  - c.  $\pm 10\%$  in the amount of acreage of open space

The above-mentioned modifications are intended to give the development elasticity, not to allow the applicant to move a land use or open space to a different area of the PUD, Therefore, all modifications must retain their respective percentages of the original footprint in order for the modification to be approved by the City Manager. For example, if the type of modification is allowed 10% flexibility, then 90% of the footprint shall be retained. If the modification is allowed 15% flexibility then 85% of the original footprint must be retained. Any other change shall require submittal of an amended plan to the Planning Commission and Council. The public hearing and notice procedures of this chapter shall apply to such requested changes.

- Monitoring PUD Development:
  - (a) The application or applicant's designee shall submit an annual progress report to the City on the PUD anniversary date (the date of final approval of the PUD) and upon City Council's or the Planning Commission's request. A formal review of the PUD shall be presented to Council every three years or more frequently if requested by the Planning Commission and City Council. The reporting requirements shall cease once 80% of the lot plan in all of the residential areas and 80% of all of the commercial areas are ready for building permits to be issued, which means that the area has been platted, the plats recorded, and 100% of the infrastructure in those areas have been accepted by the City. However, a final report shall be given to City Council once the PUD is 100% complete.
  - (b) The progress report shall provide the: percentage of project completed, expected completion date of uncompleted portion, and status of the development.
  - (c) In the event the applicant or designee fails to provide the annual progress report or if the applicant fails to meet designated benchmarks, the Planning Commission may freeze all permits and plat recordation approval and not allow further permits to be issued or plats recorded. In addition, the Planning Commission may consider recommending to the City Council that the PUD be terminated.

- PUD Approval: PUD approvals shall be valid from the date of Council approval in the following manner; a small PUD shall be valid for five (5) years; medium PUD shall be valid for ten (10) years; and a large PUD shall be valid for fifteen (15) years. If the PUD is not completed in the preceding time frames, then the Planning Commission may recommend to the City Council that the PUD be terminated. A PUD is considered to be complete when 80% of the plan in all residential areas and 80% of all of the commercial areas are ready for building permits to be issued, which means that the area has been platted, the plats recorded, and 100% of the infrastructure in those areas have been accepted by the City. Extensions to the timeframes may be applied for in accordance with 110-116 of the City Code of Ordinances.

**How this Manual is organized:**

This Manual is divided into five (5) sections: (1) Definitions, (2) Growth Development Areas, (3) Development Guidelines, (4) Minimum Exhibit Requirements; and (5) Application Material.

**Section 1.0 Definitions**

All definitions not contained within this section shall be found in Chapter 110 of the Zoning Ordinance included in Appendix A in this manual.

Growth Development Areas: geographic areas located within the City and its Extra Territorial Jurisdiction (ETJ) that are described in the Comprehensive Master Plan.

Live-work unit: a structure or portion of a structure: (1) that combines a retail or office activity that is allowed with a residential living space for the owner or lessor of the retail or office business; (2) where the resident owner or lessor of the business is responsible for the retail or office activity performed and (3) where the commercial or manufacturing activity conducted takes place subject to a valid business license associated with the premises.

Overlay District: a defined geographic area where a set of specific development parameters are established. These parameters established through a PUD shall supersede those of the underlying zoning district for as long as the PUD is valid.

Planned Unit Development (PUD): a development built under those provisions of Section 110-106 et.seq. which permit departures from the conventional siting, setback, use, and density requirements in the interest of achieving superior project design and development.

Small-Planned Unit Development (S-PUD): a PUD that contains five (5) but not more than fifty (50) acres gross.

Medium-Planned Unit Development (M-PUD): a PUD contains fifty (50) but not more than one hundred and fifty (150) acres gross.

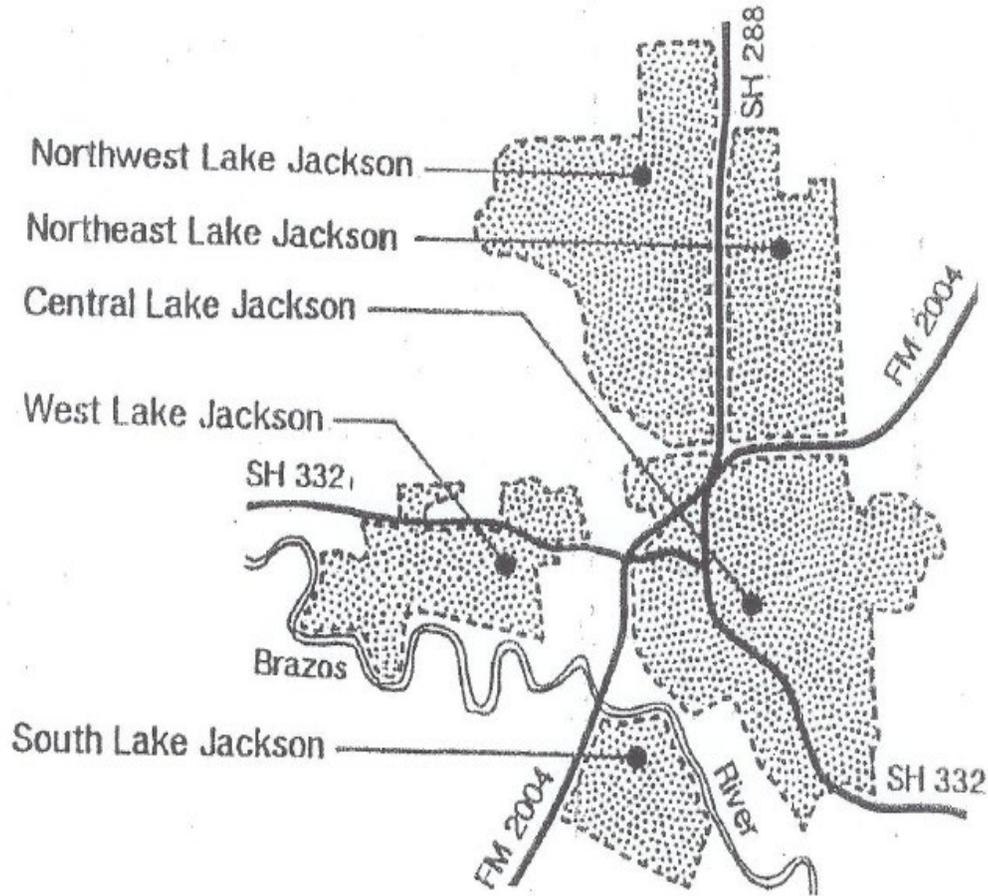
Large-Planned Unit Development (L-PUD): a PUD that contains at least one hundred and fifty (150) acres gross.

Zero-lot-line House: a house constructed on a lot so that one side of the structure rests directly on the property boundary line of the lot.

**Section 2.0 Growth Development Areas:**

Growth development areas indicate the areas of growth designated in the City’s Comprehensive Master Plan. The areas are identified by geographical location (ie. Northeast, west.....) and are illustrated in figure 1.

**Figure 1 – Growth Development Areas**



**Section 3.0 Development Guidelines**

The development guidelines in Tables 1 through 7 are intended to encourage flexibility of design within the context of the Growth Area in which the project is located. The PUD review and approval process is a negotiation for the best possible project. As such, these guidelines provide a starting point in PUD design and can be modified as required for the benefit of the project. To be able to identify the specific guidelines that apply to the project, the size of the PUD and the Growth Area must first be determined. In some cases, these guidelines are expressed as a range to encourage variety within the limits of the range specified. Deviation requests shall show the current guidelines, amount of requested deviation, and a statement of justification as to why the deviation is necessary to provide a better project.

**Table 1 – Residential Density Guidelines**

Growth Area	Small PUD (S-PUD)			Medium PUD (M-PUD)			Large PUD (L-PUD)		
	Minimum % Residential Acreage	Maximum % Residential Acreage	Maximum # Residential Units/Acre	Minimum % Residential Acreage	Maximum % Residential Acreage	Maximum # Residential Units/Acre	Minimum % Residential Acreage	Maximum % Residential Acreage	Maximum # Residential Units/Acre
Northeast	70	80	2-2.5	70	80	2-2.5	70	80	2-2.5
Northwest	50	60	2-2.5	50	60	2-2.5	50	70	2-2.5
South	90	100	1 - 2	90	100	1 - 2	90	100	1- 2
West	100	100	1 per 2-5 Acres	100	100	1 per 2-5 Acres	100	100	1-14
Central *	100	100	16-20	100	100	16-20	100	100	20

\*Redevelopment Areas – Lakewood, Old Gov. Area

**Table 2 – Land Use Guidelines – General Conditions**

Zone Class	Max. Building Area Allowed	Max. Building Units Allowed
E-1	25% of lot	1 ½ Single family dwelling
R-1	30% of lot	1 Single family dwelling
R-2, R-2A	35% of lot	1 Single family dwelling
R-3	45% of lot	1- Duplex or 1 Single family dwelling
R-4	50% of lot	20 Per acre
B, C & M (all)	Lot area less parking & Landscape *	No restrictions
T-1	50% lot incl. commons areas	No restrictions
PURZ	Varies – Check code	Varies – Check code
MH-1	Varies – Check code	Varies – Check code

- See Table(s) 3 & 4

**Table 3 – Land Use Guidelines – Parking Conditions**

Building Type	Base Parking Space/Unit	Off Street Parking Structure Req.
Single Family	2	Garage/Carport *
Duplex	4	Carport
Apartment	2.5	No Restrictions
Hotel/Motel	1*	No Restrictions
Rooming/Boarding Houses		
General Business	3/1,000 SF	No Restrictions
Medical/Dental/Optical	5/1,000 SF	
Store/Shopping Center	2.5–5 /1,000 SF*	No Restrictions
Eating/Gen. Entertainment	1 per 3 Seats	
Hospitals/Aged & Youth Homes	1.5 per bed	No Restrictions
Nursing/Orphan Homes	1 per bed	No Restrictions
Churches/Funeral/Assembly	1 per 3 seats	Restrictions
School K-Jr. High	1 per 8-9 Students*	No Restrictions
High School/College/Trade	1 per 1-175 Students*	No Restrictions
Manufacturing	1/1,000 SF*	No Restrictions
Warehouse/Storage	1/1,000 SF*	No Restrictions

\* See Section 110-162 Code for additional explanation / requirements.

**Table 4 –Land Use Guidelines – Landscape Requirements**

Type	Landscape Area	
Single Family	No Restriction	
All Others	Total Lot Area	Lot Area Not Covered by Bldg.
	Up to 20,000 SF	7.5%
	20,000 to 200,000 SF	10%
Greater than 200,000 SF	12.5%	

P = Permitted  
 C = Conditional Use-Need Planners Approval  
 U = Unassigned/Compatible  
 (A) = Permitted Accessory/Incidental Use  
 (\*) = Limitation Apply/Code Allowable  
 (#) = SF Min. Living Area Allowable  
 (S) = Subject To Spl Permit-Planners or Admin. Approval

**TABLE 5 - PERMITTED USE DETAIL**

BLDG USE	ZONE CLASSIFICATION															
	RESIDENTIAL								BUSINESS				COMMERCIAL		INDUSTRIAL	
	(E-1)	(1)	(2/2A)	(3)	(4)	(T-1)	(MH-I)	PURZ	(1)	(1-A)	(2)	(3)	(1)	(2)	(1)	(2)
<b>a) Residential</b>																
Apartments					P			P(S)								
Duplex				P(900)	P(900)			P(S)								
Zero Lot Line								P(S)								
Standard House	P(2000)	P(1400)	P(1200)/(1000)	P(900)				P(S)								
Accessory Unit	P(1000)															
Mfr. House							P									
Live-Work Unit	U(S)	U(S)	U(S)	U(S)		U(S)		U(S)								
<b>b) Lodging</b>																
Hotel										P		P	P			
Motel/Inn										U(S)		U(S)	P			
Boarding House					C(S)			U(S)								
<b>c) Office</b>																
Office Building									P	P	P		P	P		
Prof. Office Building									U	P	U		U	U		
<b>d) Retail</b>																
Open Market Building									U(S)		U(S)		U(S)	U(S)		
Retail Building									P		P		P	P	U(S)	U(S)
Display Gallery									U(S)	U(S)	U(S)		U(S)	U(S)		
Restaurant									P		P		P	P		
Kiosk									U(S)		U(S)		U(S)	U(S)		

**NOTE:** In all designations other than "P" the PUD application must include a request for this specific use and a statement of justification with supporting documentation which would be subject to a special permit or approval determination by the Planning Commission or City Manager.

P = Permitted  
 C = Conditional Use-Need Planners Approval  
 U = Unassigned/Compatible  
 (A) = Permitted Accessory/Incidental Use  
 (\*) = Limitation Apply/Code Allowable  
 (#) = SF Min. Living Area Allowable  
 (S) = Subject To Spl Permit-Planners or Admin. Approval

**TABLE 5 - PERMITTED USE DETAIL**

BLDG USE	ZONE CLASSIFICATION															
	RESIDENTIAL								BUSINESS				COMMERCIAL		INDUSTRIAL	
	(E-1)	(1)	(2/2A)	(3)	(4)	(T-1)	(MH-I)	PURZ	(1)	(1-A)	(2)	(3)	(1)	(2)	(1)	(2)
<b>e) Civic</b>																
Bus. Shelter	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)
Conf. Center									U(S)	U(S)	U(S)	U(S)	U(S)	U(S)		
Fountain / Public Art									U(S)	U(S)	U(S)	U(S)	U(S)	U(S)		
Library												P				
Live Theatre									U(S)		U(S)	U(S)	U(S)	U(S)		
Movie Theatre											U(S)		U(S)	U(S)		
Museum											U(S)	U(S)	U(S)	U(S)		
Outdoor Auditorium											U(S)	U(S)	U(S)	U(S)		
Parking Structure											U(S)	U(S)	U(S)	U(S)		
Playground	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(A)		U	U	U	U		
Sports Stadium													C			
Surface Parking Lot					U(A)	U(A)		U(A)	U(A)	U(A)	U(A)	U(A)	U(A)	U(A)	U(A)	U(A)
Religious Assy. (church)									C		C	P			C	C
<b>f) Agriculture</b>																
Grain Storage	U(S)															
Livestock Pen	P(A)															
Greenhouse	U(S)								U(S)				U(S)	U(S)	U(S)	U(S)
Stable	P(A)															
Kennel									U(S)	U(S)	U(S)		P(A)			
Garden House	P(A)	P(A)	P(A)	P(A)	P(A)			P(A)								
<b>g) Automotive</b>																
Gasoline									P		P		P	P(A)	U(S)	U(S)
Auto Repair									P		P	P(A)	P	P(A)	U(S)	U(S)
Truck Maintenance															U(S)	U(S)
Drive Thru Facility									P		P		P	P	P	P
Rest Stop											U(S)		U(S)		U(S)	U(S)
Roadside Stand									U(S)		U(S)		U(S)	U(S)	U(S)	U(S)
Shopping Center									P		P		P	P	U(S)	U(S)
Shopping Mall									U(S)		U(S)		P	U(S)	U(S)	U(S)
Auto Dealership									U(S)		P		P	U(S)	U(S)	U(S)

**NOTE:** In all designations other than "P" the PUD application must include a request for this specific use and a statement of justification with supporting documentation which would be subject to a special permit or approval determination by the Planning Commission or City Manager. Pg. 9

P = Permitted  
 C = Conditional Use-Need Planners Approval  
 U = Unassigned/Compatible  
 (A) = Permitted Accessory/Incidental Use  
 (\*) = Limitation Apply/Code Allowable  
 (#) = SF Min. Living Area Allowable  
 (S) = Subject To Spl Permit-Planners or Admin. Approval

**TABLE 5 - PERMITTED USE DETAIL**

BLDG USE	ZONE CLASSIFICATION															
	RESIDENTIAL								BUSINESS				COMMERCIAL		INDUSTRIAL	
	(E-1)	(1)	(2/2A)	(3)	(4)	(T-1)	(MH-I)	PURZ	(1)	(1-A)	(2)	(3)	(1)	(2)	(1)	(2)
<b>h) Civil Support / Institutional</b>																
Fire Station	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	P	U(S)	U(S)	U(S)	U(S)
Police Station	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	P	U(S)	U(S)	U(S)	U(S)
Cemetery	U(S)	U(S)	U(S)	U(S)	C(S)	U(S)	U(S)	U(S)				U(S)			U(S)	U(S)
Funeral Home					C(S)			C(S)	U(S)	U(S)		U(S)	U(S)	U(S)		
Hospital					C(S)			C(S)		C(S)		U(S)		P		
Medical Clinic / Office					C(S)			C(S)	P	P	P		P	P		
Cremation Facility					C(S)			C(S)	U(S)	U(S)		U(S)	U(S)	U(S)	U(S)	U(S)
<b>i) Education</b>																
College												P				
High School												P				
middle School												P				
Elementary School												P				
Child Care Center	U(*)	U(*)	U(*)	U(*)	P(A)	U(*)	U(*)	U(*)	P		P	P(A)	P			
Trade School									P	P	P	P	P			
Home Occupation School	U(*)	U(*)	U(*)	U(*)	U(*)	U(*)	U(*)	U(*)	P	P	P	P	P			
<b>j) Industrial</b>																
Heavy Industrial Facility																P
Light Industrial Facility															P	U(S)
Truck Depot															U(S)	U(S)
Laboratory Facility					C(S)					P	C(S)	U(S)	P	P(A)	U(S)	U(S)
Water Supply Facility	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)
Sewer & Waste Facility	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)
Elect. Substation	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)
Wireless Transmitter	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)	U(S)
Warehouse													P		U(S)	U(S)
Mini & Self Storage													P		P	P

**NOTE:** In all designations other than "P" the PUD application must include a request for this specific use and a statement of justification with supporting documentation which would be subject to a special permit or approval determination by the Planning Commission or City Manager.

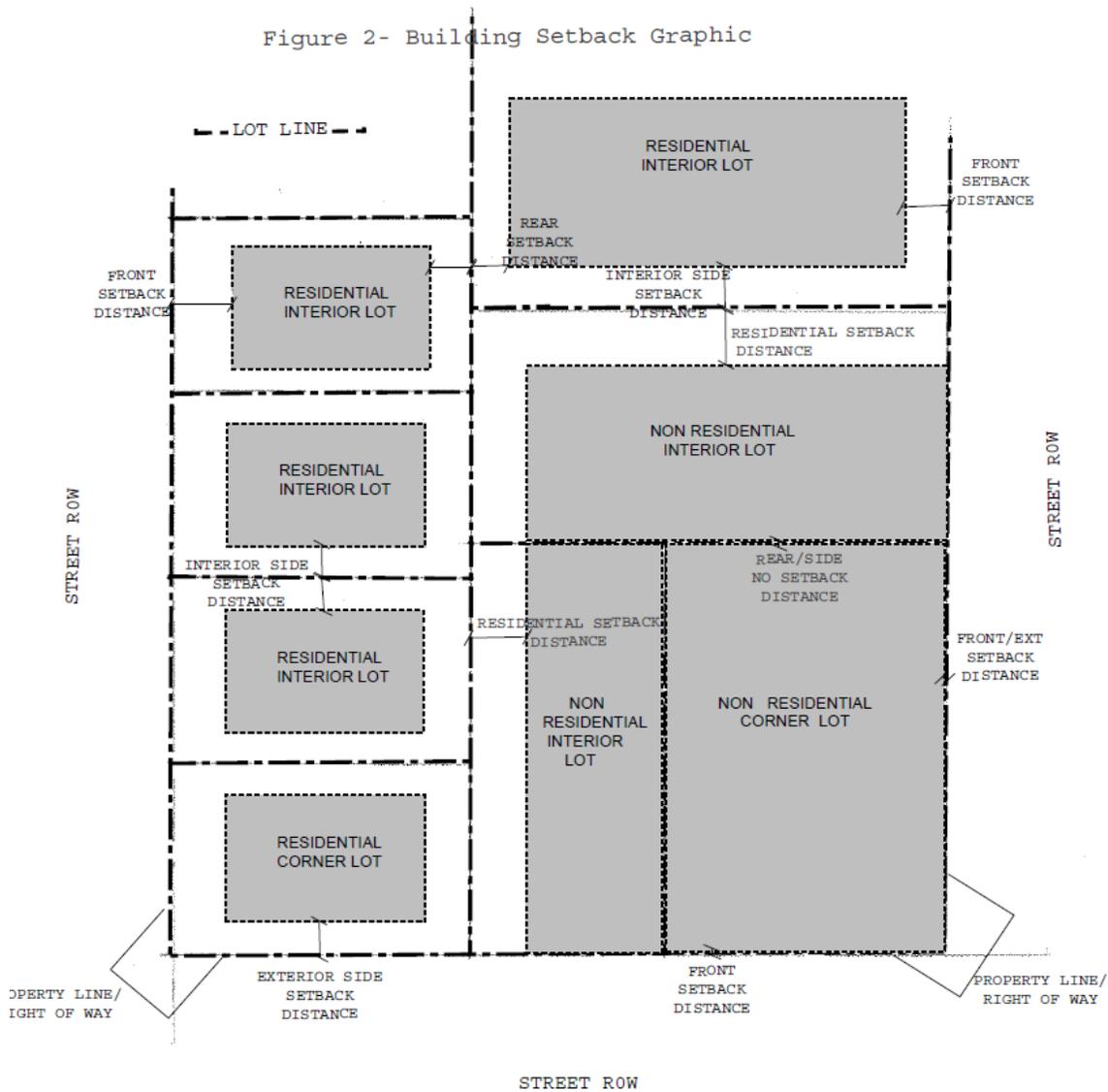
**Table 6 –Land Use Building Setback Guidelines**

Lot Line Setback	Zoning Classification														
	E-1	R-1	R-2/2A	R-3	R-4	B-1	B-1A	B-2	C-1	C-2	M-1	M-2	T-1	PURZ	MH-1
Front	40'	30'	25'	25'	25'	0	0	0	0	0	0	0	5'	*	*
Side (interior)	25'	10'	5'min./ 15' total	10'	25'	0	0	0	0	0	0	0	0	*	*
Side Street (Exterior)	25'	15'	15'	15'	25'	0	0	0	0	0	0	0	25'	*	*
Rear	20'	15'	15'	15'	15'	0	0	0	0	0	0	0	10'	*	*
Setback from-Residential (@E-1, R-(1-3), T-1)	-	-	-	-	-	0	0	20'	20'	20'	20'	20'	-	*	*

\* Varies - Check code book

\*\* Add (Bldg. Height – 50') x 2

**Building Setback–Figure 2**

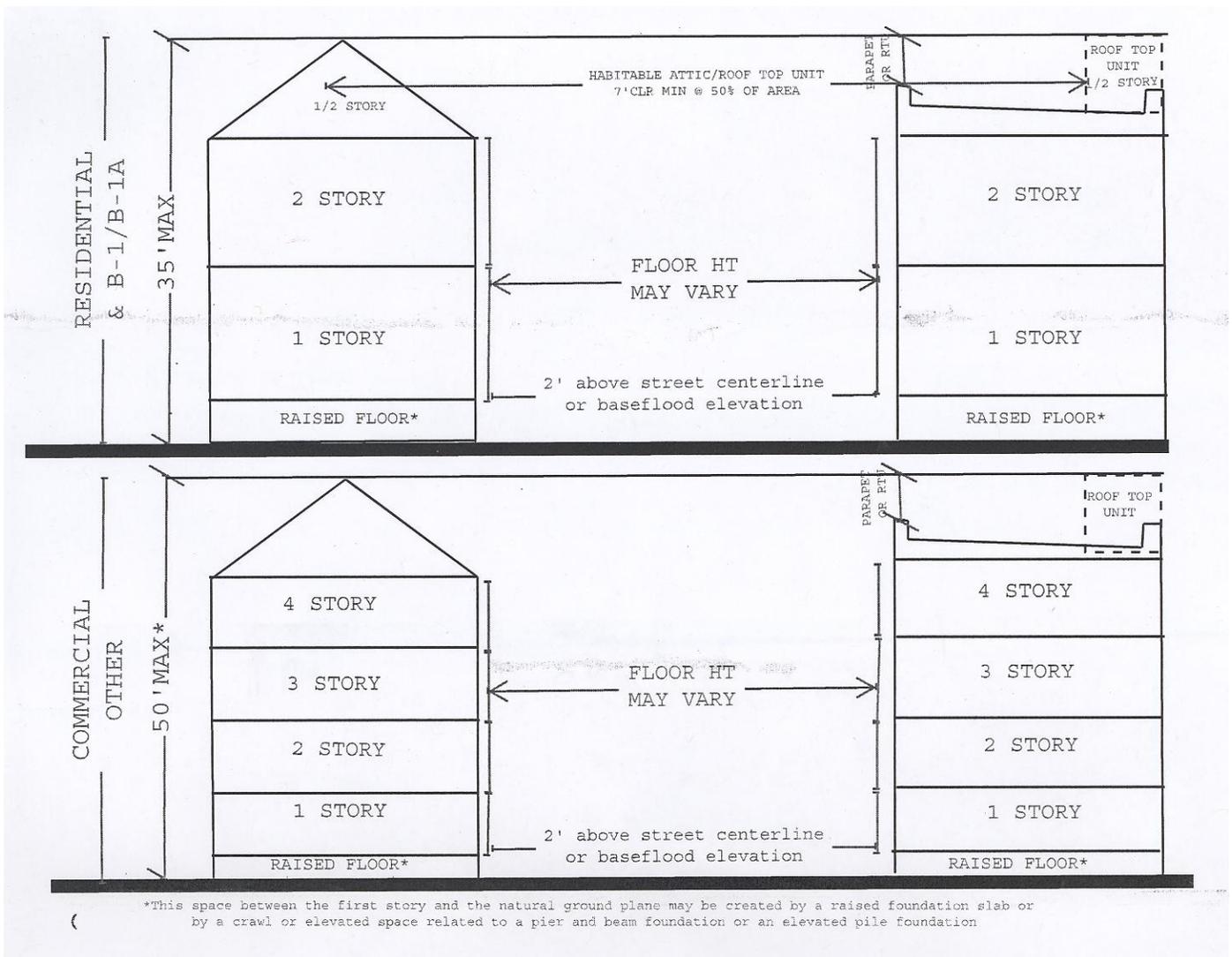


**Table 7 – Building Height Conditions Guidelines**

Building Use	Zone Class	Max Story	Max Height
Residential	E-1, R-1, R-2, R-2A, R-3, R-4 & T-1	2 1/2	35'
Business	B-1/B-1A	2 1/2	35'
	B-2 & B-3	4	50*
Commercial	C-1 & C-2	4	50*
Industrial	M-1	4	50*
	M-2	4	50*

\* or as approved

**Figure 3 – Building Height Graphic**



**Section 3.1 Public Land Dedication**

Each PUD must include a land dedication to the City of Lake Jackson for public services need. Based on the size of the project, the applicant may divide the total required area into phases as the project develops. The required size of dedication is indicated in Table 8, Public Land Dedication. The City may, at its sole discretion, allow small PUD’s to pay a fee in lieu of dedication. This fee shall be equal to the current per square foot market value of the undeveloped land as set in the ordinance at the time of Council approval. Fees shall be paid at or prior to the recordation to the first plat within the PUD.

**Table 8 – Public Land Dedication Requirement**

Dedication Type	Zone Class			
	Residential		Non-Residential	
Park Land	Acres	\$ Option	Acres	\$ Opt.
	0.5 Ac./100p(1)	\$18,000/Ac.(2)	-	-
School	(3)		-	
Public Safety	(4)		(4)	
Public Utilities	(4)		(4)	

(1) 3.3 people/ac. – Single Family  
2.8 people/ac – Multi Family

(2) \$295 / Subdivision Lot  
\$252 Multi-Family Unit

(3) Independent School District Determination  
(4) Special District Development Agreement

**Section 4.0 Minimum Exhibit Requirements**

Listed below are the minimum requirements for a PUD plan. PUD plans shall be drawn at a scale no smaller than 1” = 500’. Small PUD’s must comply with the requirements for all PUD’s and site plans. Medium or Large PUD’s that are phased must comply with the requirements for all PUD’s and master plans. Site plan reviews and approval must occur prior to the start of each development phase.

**All PUD Plan Exhibits**

All proposed PUD’s must provide the following information as a part of the PUD plan exhibit.

1. Drawing date;
2. Drawing scale, both actual and graphic;
3. North arrow (north on all drawings shall be toward the top of the sheet in a “landscape” position);
4. Project Vicinity map indicating the project location and existing major roads within a minimum of two (2) miles of the project with north arrow and scale (1” – 1 mile preferred);
5. Property Owner(s) name, address, and contact number;
6. Project Applicant, if different than the Owner; name, address and contact number;
7. Project Planner, Engineer, Architect, and Surveyor, if different than the Owner or Applicant name, address, and contact numbers;
8. Name or title of the project (shall not duplicate the name of any existing project located in Brazoria County);
9. Existing zoning designation of property;
10. Existing property lines located within the proposed project and within 300 feet of the project boundary;
11. Existing easements located within the proposed project and within 300 feet of the project boundary;
12. All proposed easements within the project;

13. Identify property owner, land uses, building location, and existing zoning of all adjacent properties within 300 feet of the project boundary;
14. Existing and proposed street right-of-way easements within and adjacent to the project within 300 feet of the project boundary;
15. Existing 100 year floodplain and floodway boundaries;
16. Location and area of all sites designated as open space, parks and trails, either public or private;
17. Existing and proposed storm water detention/retention areas within and adjacent to the project;
18. Existing water bodies within and adjacent to the project;
19. Existing and proposed water, sanitary sewer, and storm sewer facility (location and pipe size) within and adjacent to the project;
20. Location of existing and proposed electrical, natural gas, telephone, and cable facilities within and adjacent to the project;
21. List of all requested deviations, if any from established PUD guidelines with statement of justification, and
22. Copy of the receipt confirmation of notification from the Independent School District in charge.

#### **Site Plan Exhibits**

In addition to the requirements for all PUD's, the following site plan requirements must be satisfied for all Small PUD's and in each of a phased master plan development.

1. Proposed property division lines within the project;
2. Existing and proposed pavement location for roads, driveways, sidewalks, parking and loading areas;
3. Location, height and enclosure materials of trash receptacles;
4. Location of all proposed buildings and structures, their function (both primary and accessory) including principal building entrance location, number of stories, and gross building area per story;
5. Any outside-of-building uses other than open space;
6. Proposed building facades along frontage property lines and building elevations along side property lines, including proposed materials and color;
7. Location of all existing trees greater than 12" in caliper measured 52" above existing natural grade, including species, height, and approximate location of drip line.
8. Proposed landscaping plan depicting trees (caliper, height, container size), shrubs (species, planting height, and container size), and grass turf areas (species and planting type);
9. Signage plan depicting location, materials, color, dimensions, and number of tenant signs per location; including building and freestanding signs;
10. Proposed storm water detention and/or retention areas including depth and side slope angle for both water and dry bottom facilities, screening materials and height around the perimeter of proposed facilities;
11. Photometric plan for all building and freestanding lighting including fixture height, type, manufacturer and general description;
12. Location of all existing and proposed public and private utilities (water, sanitary sewer, storm sewer, electrical, natural gas, telephone and cable) including depth, material, size and slope (if applicable).

13. Location of parking and loading areas including materials and thickness, number of spaces required and provided including those required by the ADA;
14. Irrigation plan;
15. Location and materials for all fencing including height and materials;
16. Location of width of all proposed building buffer areas;
17. Building setback lines;
18. Indication and dimension of all minimum distances of buildings from all property lines; and,
19. All property corners must be surveyed to include x/y coordinates per the State Plane Coordinate system with the appropriate correction factor indicated for the property with sufficient boundary markers so the survey can be used in the City's GIS system.

### **Master Plan Exhibits**

In addition to the requirements for all PUD's, all areas within a phased PUD must be submitted using the requirements listed below. If the master plan includes an initial development, the development must be submitted using the site plan exhibit standards. If the project is phased, all phases must be submitted using the site plan requirements. All subsequent site plan reviews will be processed as new application and must include payment of required fees.

1. Phasing plan including phase numbers and acreage for each phase and proposed beginning and duration of construction for each phase;
2. Proposed land use and type, area, minimum lot area, width and depth, and number of proposed units for each phase;
3. Proposed major utility transmission easements;
4. Location of proposed open spaces, parks, and trails;
5. Location of proposed storm water retention and/or detention areas; and
6. General location of proposed major thoroughfares and collector streets.

**Section 5.0 Application Materials**

This section includes;

- 1) Application Materials Checklist
- 2) Submission Fees
- 3) Application
- 4) Application Flowchart

**Application Materials Checklist**

To apply for a Planned Unit Development (PUD), eight (8) complete set of the following materials and the required PUD plan exhibits to the City of Lake Jackson (Please check all items submitted):

- Completed PUD application form
- Application fee
- Original letter of consent signed by all owners (if applicable)
- 24" x 36" prints of the PUD plan (Refer to Minimum Exhibit Requirements)
- Title Report, Letter, or Attorney Statement
- Copy of the receipt confirmation of notification from Independent School District in charge
- Certificates of water and sewer availability
- Traffic study or letter from city Traffic Engineer stating no such study is required
- Letter detailing the development, anticipated build-out (number of units for residential, gross floor area for office and commercial) the amount of land to be developed, preserved or dedicated, and how public and/or private services will be provided
- Flood Impact Analysis if any portion of the PUD Plan mark-up from pro-application meeting
- Original stamped, PUD plan mark-up from pre-application meeting
- Letter stating that all comments made by the City Manager and or designated Staff at the pre-application meeting have been addressed

**Certification**

The undersigned hereby certifies that the enclosed Planned Unit Development Application and materials meets all of the City of Lake Jackson requirements contained in Section 110-106 et.seq. of the Zoning Ordinance and the PUD Manual.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

## Submission Fees

All fees related to the review and processing of PUD applications must be received by the City prior to the initiation of the PUD review process. No pre-application meetings and/or formal application submittals will be processed until all required fees have been paid. ALL FEES MUST BE PAID IN FULL before the PUD application can be placed on the Planning and Zoning Commission agenda or the City Council agenda for action.

PUD fees are as follows:

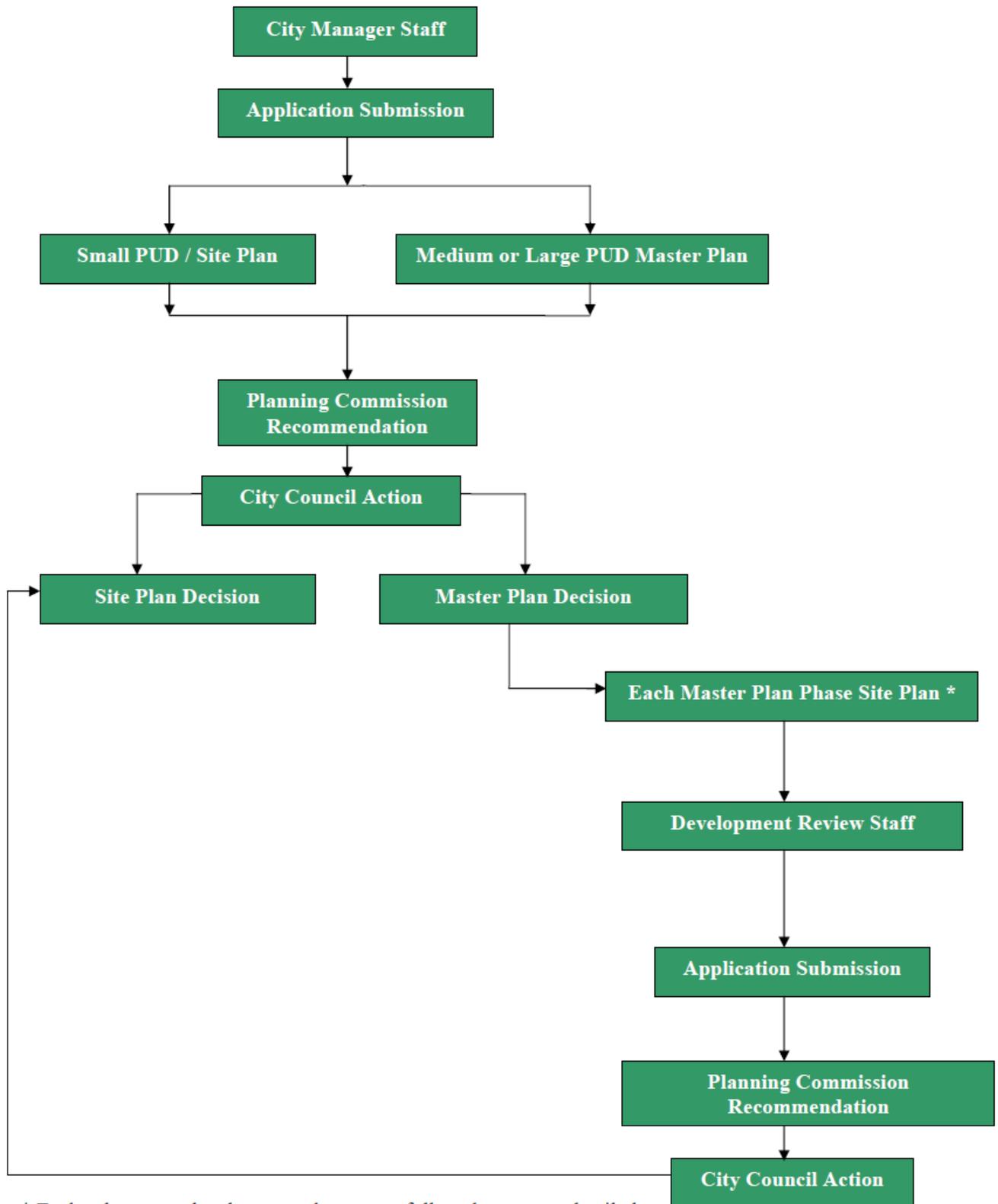
1. Review Fees: All PUD applications must be accompanied with a Review Fee based on the size of the PUD.
  - A. Small PUD:
    1. Four Thousand Dollars (\$4,000)
  - B. Medium PUD (Master Plan only, all future phases must be submitted for site plan review and pay appropriate fees as shown below)
    1. Four thousand Dollars (\$4,000), and
      - a. Per Acre Fee of Forty Dollars (\$40) per acre or any part thereof
  - C. Large PUD (Master Plan only, all future phases must be submitted for site plan review and pay appropriate fees as shown below)
    1. Master plan less than one thousand (1,000) acres
      - a. Ten Thousand Dollars (\$10,000), and
      - b. Per Acre Fee of Thirty Dollars (\$30) per acre or any part thereof, or
    2. Master plan greater than one (1,000) acres
      - a. Twenty Thousand Dollars (\$20,000), and
      - b. Per Acre Fee of Twenty Dollars (\$20) per acre or any part thereof in excess or 1,000 acres
  - D. Site plan review fees (does not apply to Small PUD's)
    1. Three Thousand Dollars (\$3,000), and
      - a. 10 – 50 acres will have a per acre fee of Forty Dollars (\$40) or,
      - b. 51 – 150 acres will have a per acre fee of Twenty-five Dollars (\$25) or;
      - c. Over 150 acres will have a per acre fee Twenty Dollars (\$20)

Public Notice Fee: A Three Hundred Dollar (\$300) fee will be charged to the applicant for any review process that requires a public notification.

Additional Services Fee: In addition to the Review Fee, and the Public Notice Fee, an Additional Service Fee, based on the actual hourly cost to the City for staff or outside consultant will be charged to the applicant for the following:

- a. Any pre-submission meetings requested by the applicant
- b. Any additional review of PUD application submissions, other than the review covered in the Review Fee, requested by the applicant

**Figure 4 – Application Process Flow Chart**



\* Each subsequent development phase must follow the process detailed below



Staff Use Only:
Date Received: _____
Received by: _____
Date Complete: _____
Completeness Review by: _____
_____

**Planned Unit Development (PUD) Application**

Incomplete Application will not be accepted.  
Please review application submittal requirements contained in the City of Lake Jackson PUD Manual.

(Please Type or Print Clearly with Dark Ink)

Master Plan PUD     Small PUD     Site Plan Only

**General Information**

PUD Name: \_\_\_\_\_

Number of Units Proposed: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

Zoning District under Which PUD Will Be Designed: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Brazoria County Parcel Number (s): \_\_\_\_\_ Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner Information (If different from applicant; attach additional signature page or appropriate letter of consent/agreement if more than one property owner)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CITY OF LAKE JACKSON PLANNED UNIT DEVELOPMENT APPLICATION**

**PAGE 2**

(Attach additional sheets if necessary to fully answer the following.)

1. Contiguous Land Ownership – Please specify if the owner(s) own any property that is directly adjacent to the proposed PUD and describe any future projects in adjacent property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Concept Statement – Brief description of the project including proposed use or uses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*The proposed activities and uses shall be shown on an attached PUD plan based on the exhibit requirements for master plan and site plan review. Please refer to the City of Lake Jackson PUD Manual for the master plan and site plan requirements.*

3. Statement of Justification – Brief description outlining how the proposed PUD is consistent with the purpose of the Zoning Ordinance and all departures from the provisions of the underlying zoning district that are necessary to provide superior site development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Statement of Compliance with the Comprehensive Plan – Description of how the PUD meets or exceeds the City vision as described in the Comprehensive Plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Statement of Compatibility – Describe how the proposed project is compatible with the surrounding uses and will not have significant adverse impacts on the properties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (If different from Applicant)

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and state that we are the legal owners of the property included in this application and/or designate the applicant to act as our agent with respect to this application. If there are more than one property owner(s), attach additional signature sheets or letter of consent to application.

City of Lake Jackson Planned Unit Development Manual

**ZONING**  
**APPENDIX –A**

**Chapter 110 – Zoning Ordinance**

**Sec. 110-2. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning. Words in the present tense include the future; words in the singular number include the plural and words in the plural number include the singular. The word “shall” is mandatory and not discretionary; the word “may” is permissive.

*Accessory building* means a building subordinate to the principal building on a lot. Where a wall or portion of a wall is common to the principal building or when the roof is attached to the principal building, the accessory building shall be counted as part of the principal building.

*Accessory use* means land and/or building uses which are allowed in a zone only when they are clearly subordinate to and in conjunction with a permitted use.

*Apartment hotel* means a building with three (3) or more apartments and with the dining or cooking facilities separate.

*Apartment house* or *rooming house* means a building with three (3) or more apartments and without separate dining or cooking facilities.

*Boardinghouse* means a building other than a hotel, apartment hotel or apartment house where lodging with meals is offered for compensation.

*Building* means any structure built for the support, shelter or enclosure of persons, animals chattels or movable property.

*Building line* means a line, usually parallel to street or property line, beyond which buildings shall not be erected. Once a building is legally erected under the provisions of this chapter, the front of the building shall be considered to be the building line for that building for the purpose of determining placement of all fences, except ornamental fences as outlined in section 110-171.

*Bungalow court* means a development consisting of two (2) or more one-family or two-family dwellings on a single tract where the building may face onto a courtyard or mall rather than on the street.

*Church* means a facility principally used for people to gather together for public worship, religious training, or other religious activities. This includes monasteries, convents, rectories, etc. This does not include home meetings or other religious activities conducted in a privately occupied residence.

*Common area* means an area held, designed and designated principally for the common use of the occupants of a townhouse project.

*Conditional uses* means land and/or building uses which, because they may generate special problems such as excessive traffic, excessive noise or other conditions, may in certain cases prove undesirable for a certain zone.. Each must be treated separately, and each must attain approval of the planning commission. The approval of one conditional use in a zone does not mean that this becomes a permitted use.

*Customary home occupations* means an occupation which may be conducted in the home without changing the character of the residential use and which is incidental and secondary to the residential use. See section 110-161.

*Day care facility* means a facility that is licensed or registered with the state which regularly provides care for persons less than twenty-four (24) hours a day.

*Duplex.* See *Dwelling, two-family*.

*Dwelling, one-family,* means a detached building having accommodation for and occupied by not more than one (1) family.

*Dwelling, two-family,* means a detached building having separate accommodations for the occupied by not more than two (2) families.

*Family,* means any number of persons related by blood, adoption or marriage living together on the premises as a single housekeeping unit, or not more than two (2) persons unrelated by blood, adoption or marriage, or not more than three (3) exchange students or missionaries unrelated by blood, adoption or marriage, or any number of persons permitted or required under the Fair Housing Act of 1988; or more than two (2) persons but less than five (5) persons unrelated by blood, adoption or marriage who live together for a period of six (6) months or less.

*Floor area* means the total horizontal area of the several floors of a structure covered by the roof, exclusive of garages, stoops, carports and unenclosed porches; same as *Living area*.

*Gross floor area* means the total horizontal area of the several floors of a structure covered by a roof, inclusive of garages, stoops, carports, unenclosed porches and other similar areas.

*Height of building* means the distance from average grade or curbs level to the highest point of the roof, but not including chimneys, towers, spires and the like.

*Hotel* means a building containing rooms intended or designed to be used, rented or hired out to be occupied or which are occupied for sleeping purposes by guests and where only a general kitchen and dining room are provided within the building or in an accessory building.

*Incidental livestock* means livestock, not including pigs or goats, and poultry kept of the use of or the consumption by the occupants of the lot; provided however, that no corrals, stables, chicken houses or their yards shall be located closer than fifty (50) feet from any property line, and that they shall comply with the sanitary regulations; and that the number of livestock and poultry and their manner of keeping do not constitute a nuisance to the neighborhood.

*Living area* means gross horizontal areas of the several floors of a structure covered by a roof exclusive of garages, carports and unenclosed porches; same as *Floor area*.

*Lot frontage* means the width of the lot at either front line or building line, whichever is greater.

*Lot line* means the boundaries of any lot as described on the subdivision plat.

*Motel* has the same definition as *Hotel*.

*Playfield or stadium* means an athletic facility or stadium owned and operated by a public or private agency for the general public including a baseball field, golf course, football field or stadium.

*Private yard* means an area of open space within a townhouse but which is unoccupied and unobstructed by any portion of a structure.

*Recreation center* means a building or complex of buildings housing community recreation facilities.

*Religious institution* means any place of worship for the carrying on of religious activities which consists of one (1) or more permanent buildings.

*Service shops* means bakeries, beauty shops, restaurants, laundry agency, washateria, shoe repair, gasoline service, etc., but excluding auto repair, bus terminals, machinery repair and welding.

*Setback* means a minimum yard dimension measured from the lot line to the building or other structure.

*Street right-of-way* means property either conveyed or dedicated to the public for use as a public street.

*Structure* means any object that is erected, constructed or installed by man that requires location in or on the ground or attachment to something having location on the ground having a definite pattern of organization, including buildings, the construction of buildings or accessory buildings, decks, decking or swimming pools, spas, hot tubs, saunas and other similar constructions or installations.

*Supervised living facility* means a facility that provides care, training, education, custody, treatment, or supervision for more than six (6) persons who are not related by blood, marriage, or adoption to the owner or operator of the facility, for all or part of the twenty-four-hour day, whether or not the facility is operated for profit or charges for the services it offers. This includes physical therapy centers, orphanages, youth homes, convalescent homes, etc. This does not include day care centers.

*Townhouse* means a dwelling unit structure having a separate wall with one (1) or more adjoining dwelling unit structures.

*Townhouse group* means four (4) to ten (10) contiguous townhouses connected by common walls.

*Townhouse project* means a townhouse development or plan which is submitted and approved by a single special permit.

## APPENDIX –B

### B. Bibliography References

1. 1996 City of Lake Jackson Comprehensive Master Plan of Revisions
2. Code of Ordinances Chapter 110 – Zoning